TIME WELL SPENT

Every project is a battle with time. Start fighting back. Spend your time doing the tasks that add value and you get most pleasure from.

How to use

As a team or individually, write your user stories or tasks on blank playing cards. Shuffle the deck. Put each card in one of the squares. Take action to review and readjust the time on tasks. Repeat whenever you plan your next steps in a project.

Ensure you do

This is where the potential for innovation, delight and meaningful design live. The items in here need space and time to think, create and iterate upon. Often tricky challenges but ones that offer long-term value. Don't leave them to the end.

Need to do

Some tasks give you less pleasure but are essential. Find ways to reduce the time needed. Break them up. Share them out. Reframe the tasks to make them more enjoyable.

Don't over do

It's easy to get distracted by shiny new things. It's easy to slip into comfortable habits and using well trodden techniques. It's easy to fill your time and think you are working hard. If it all seems too easy you can push harder.

Don't do

Miserable people do miserable work. There's no time-rebate at the end of a project. Stop wasting your time on things that don't make a difference. Challenge whether you really need to do a task. Make better use of your time.

'Time Well Spent' created by Chris How (@chrishow)

DON'T OVERDO
Beware the time-sinks and shiny distractions

ENSURE YOU DO
Make more time for these things

Enjoyable

Valuable

DON'T DO
Stop wasting time on these things

NEED TO DO
Reframe, speed-up or mechanise